DETAILED INSPECTION CHECKLIST

FA SC STMT   TEXT

400   FORMAL SCHOOL MANAGEMENT
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400 01   PROGRAM OF INSTRUCTION (POI), COURSE CONTENT
REVIEW BOARD (CCRB), MASTER LESSON FILE (MLF)

400 01 001   Is the school employing the current version of the Marine Corps
Training Information Management System (MCTIMS) to
Produce a Program of Instruction (POI) ?
Reference
MCO 1553.2B, ENCL 1, CHAP 1 PAR 3; CHAP 5 PAR 2.(A). (4)

400 01 002   Does each course have a POI approved by CG, Training
Command (TRNGCMD) or CG, Training and Education
Command (TECOM) for non TRNGCMD units?
Reference
MCO 1553.2B, ENCL 1, CHAP 1, PAR 4.G

400 01 003   Has a formal Course Content Review Board (CCRB) been
conducted for each course at least every two years?
Reference
MCO 1553.2B, ENCL 1, CHAP 3, PAR 5.B

400 01 004   Does each course have the following required documents
on-hand:
a. T&R Manual or other service ITEs (for joint schools)?

b. POI?

c. Master Lesson File (MLF)?

d. Record of Proceedings (ROP)?

e. Course Schedule?
Reference
MCO 1553.2B, ENCL 1, CHAP 1 AND CHAP 3, PAR 5.A

400 01 005   Does each MLF contain, at a minimum, the following material when required:
a. Learning Analysis Worksheets (LAWs)?

b. Learning Objectives Worksheets (LOWs)?

c. Concept Card(s)?

d. Lesson Plan?

e. Student Outline?

f. Supplemental Student Materials? (if applicable)

g. Media? (or a description of the media and location)

h. Instructor Preparation Guide (IPG)?

 i. Operational Risk Assessment Worksheet (ORAW)?
Reference
MCO 1553.2B, ENCL 1, CHAP 1, PAR 6.B

400 01 006   Does the training/course schedule contain, at a minimum, the following requirements:
a. Lesson Designators?

b. Lesson Titles?

c. Lesson Times?
Reference
MCO 1553.2B, ENCL 1, CHAP 1, PAR 6.A

400 01 007   Does the training schedule match the POI?
Reference
MCO 1553.2B, ENCL 1, CHAP 1, PAR 6.A

400 01 008   Does each MLF match the POI?
Reference
MCO 1553.2B, ENCL 1, CHAP 1, PAR 6.A

400 01 009   Have Operational Risk Assessments been conducted for every training lesson/event in the POI on a yearly basis?
Reference
MCO 1553.2B, ENCL 1, CHAP 5, PAR 4.A (2)

400 02   FORMAL SCHOOL FACULTY

400 02 001   Has the school designated in writing a Formal School Manager (FSM)?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 6.A

400 02 002   Has the school designated in writing an Academics Officer?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 7

400 02 003   Has the school designated in writing a Course Chief for each POI?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 9

400 02 004   Are training records maintained on every faculty member who conducts instruction or curriculum administration for U. S. Marine Corps students?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 2

400 02 005   Have first time instructors attended the Formal School Instructor Course (FSIC) at Train the Trainer School (T3S) or other service instructor course within 120 days of joining the School?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 4.A (1)

400 02 006   Have returning instructors completed Marine Corps or other service instructor courses within the last 5 years?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 3.A

400 02 007   Have curriculum developers attended the Curriculum Developers Course (CDC) at T3S within 120 days of joining the school or being transferred to a developer's billet/duty?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 4.A (1)

400 02 008   Have all personnel completed the System Approach to Training (SAT) and Operational Risk Management (ORM) Distance Learning (DL) courses?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 5.A (1) and (A) (2)

400 02 009   Does the school have a Staff/Faculty Development Plan?
Reference
MCO 1553.2B, ENCL 1, CHAP 2, PAR 5.(A).(1)

400 03   FORMAL SCHOOL EVALUATION

400 03 001   Does the school have an established internal evaluation plan for student performance?
Reference
MCO 1553.2B, ENCL 1, CHAP 1, PAR 3.(I); CHAP 3, PAR 2.(B) AND (C), AND PAR 4.(A) AND (B); CHAP 5, PAR 2.A (5)

400 03 002   Does the school have an established internal evaluation plan for course materials?
Reference
MCO 1553.2B, ENCL 1, CHAP 3, PAR 2.A AND PAR 4 AND 5

400 03 003   Does the school have an established internal evaluation plan for instructor performance?
Reference
MCO 1553.2B, ENCL 1, CHAP 3, PAR 1, AND PAR 2.D

400 03 004   Does the school have an established internal evaluation plan for instructional environment?
Reference
MCO 1553.2B, ENCL 1, CHAP 3, PAR 1 AND 4

400 03 005   Does the school have an established external evaluation plan to gauge course effectiveness?
Reference
MCO 1553.2B, ENCL 1, CHAP 3, PAR 4.C, 4.E AND PAR 5

400 04   STUDENT REGISTRAR

400 04 001   Have Class Convening Rosters for each class been submitted, via the TECOM MCTIMS Student Registrar, to CG, MCCDC (C4611) within 5 calendar days of the class beginning date?
Reference
MCO 1553.2B, ENCL 1, CHAP 5, PAR 2.A (2); ENCL 3, PAR 7

400 04 002   Have Class Completion Rosters for each class been validated through the MCTIMS Student Registrar, to CG, MCCDC (C4611) within 5 calendar days of the class ending date?
Reference
MCO 1553.2B, ENCL 1, CHAP 5, PAR 2.A (2); ENCL 3, PAR 7

400 04 003	Have Class schedules for a course of instruction been submitted via the MCTIMS Scheduling Wizard by 1 June each year? Reference MCO 1553.2B, ENCL 1, CHAP 5, PAR 2.A (6)
400 04 004	Have all approved POIs and associated MLFs been uploaded to the MCTIMS Training Resource Module? Reference MCO 1553.2C, ENCL 1, CHAP 5, PAR 2.A (2) (B)
400 04 005	Have all required MLFs associated to an approved POI been uploaded to the MCTIMS Training Resource Module (TRM) and made available for viewing and download? a. Lesson Plans. b. Student Outlines (to include supplemental materials). c. Media d. Instructor Preparation Guides. Reference CG TECOM 101923Z DEC 12
400 05	INTER-SERVICE TRAINING REVIEW ORGANIZATION (ITRO)
400 05 001	Are all other service POIs used to instruct U.S. Marine Corps personnel inspected in accordance with the standards governing the host service training, with a courtesy copy of the inspection results forwarded to CG, TRNGCMD? Reference ITRO MANUAL
400 05 002	Are all Memorandums of Agreement (MOA)'s or Memorandums of Understanding (MOU)s for applicable support from the host service current, or submitted for approval to the applicable host service and per the reference? Reference ITRO MANUAL